



**Ascension-St. James Airport and Transportation Authority  
6255 Airport Industrial Blvd., Gonzales, Louisiana 70737**

January 20, 2020 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on January 20, 2020, at the airport site with Chairman Rick Webre presiding. The following Commissioners in attendance were Jared Amato, Rydell Malancon, Kevin Landry, Jeff Gaudin and Cynthia Stafford. Airport Director, Jason Ball, Donna Rybicki, and Jeff Sumner (PEC) were also in attendance.
2. Chairman Webre reviewed messages from the attorney. A portion of Hank's hangar is being sold and until we can gather further legal advice should we hold off making a decision. Attorney recommends waiting to make a decision until the original lease can be figured out. Mr. Ball stated that as far as who occupies the hangar is not our concern according to the lease. All leases should state that the occupants must abide by all ASATA rules and regulations.
3. A motion by Commissioner Amato and second by Commissioner Gaudin to approve the meeting minutes from December 19, 2019 as presented; motion carried unanimously.
4. There were no public comments.
5. There were no presentations.
6. Finance- Mr. Ball stated that fuel sales are climbing back up to pre closure numbers despite many poor weather days and limited operations. General fund has showed a lot of annual rental payments and a few expenditures that were unaccounted for (damaged wing). As far as cash flow, instead of creating a new reserve account, we should keep a running total of money expended on projects as a separate ledger item. Overall budget is on track. Personnel expenses show that as long as we operate how we currently are staffed, our expenses should be on budget. Professional services is high but mostly due to hiring of new manager and working to catch him up on normal operations. Grass maintenance contract was bought out and would a cutting would be scheduled. Finance Report motion to approve Commissioner Amato Second by Commissioner Landry. Approved



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7. Mr. Jeff Sumner (PEC) presented the Engineering Report:
  - a) Planning – Priority Program came out for comment from DOTD including the fuel system and Apron Rehab at REG
  - b) Master Plan – Meetings for TAC and CAC on February 18 being scheduled for 10am and 1:30pm.
  - c) Runway/Taxiway Overlay – Light fixtures that were damaged have been replaced and working with contractor to pay the invoice. Final markings will be completed in January and will need about 3 days.
  - d) 16 Unit T-Hangar – Building has been ordered and expected to arrive Feb. Ground rods have been installed and waiting to install anchor bolts. Provided parish office with all the documentation for the permit and we are working with them to get some resolve on this matter.
  - e) Construction: South Apron Expansion – Trench drain was poured and everything looks good. Needs to cure for 14 days before they can compact around it.
  - f) Operations/Airport Manager: Facebook has more than doubled the amount of followers and people are getting informed about events such as closures and updates there. Published the link for the master plan survey and should have some feedback for the next meeting. FAA Southwest Regional Conference in Hurst, TX in June and would like to schedule that.
  
8. Chairman:
  1. Grass contract has cost a lot of money over the fiscal year and Chairman Webre believes we could purchase our own equipment and hire personnel to operate it for much less than the contract for grass maintenance. Want to compare prices to determine viability.



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9. Old Business:

b. Action Items:

1. Hank's Lease-discussed earlier
2. Methods of Payment- we have given warning and July should be no more monthly check option.
3. Military Fuel- Spoke to FBO owner and said we could fuel military without contract. Still investigating.
4. Cash Position- budget looks good
5. Projection of T-Hangar completion
6. EOY 2020 Revenue/ Expenditures projections.
7. Bond Attorney to review bond- call into bond agency to talk about Bond requirements. Would like to see what we owe and what rates are currently.
8. Deep Dive into Payroll- Project out for 2020

10. New Business

- a. Mr. David Gonzales requested to be put on the agenda to discuss charges for tie downs including rates. Mr. Gonzales did not show up but the situation seemed to be resolved after a conversation with Mr. Ball.
- b. Next meeting set for February 18, 2020 at 4pm.

11. Motion to adjourn by Commissioner Amato, seconded by Commissioner Stafford, unanimously approved.



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Richard Webre, Chairman

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Cynthia Stafford, Secretary